



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Benefits Administrator Memo #05-01**

**To:** Benefits Administrators  
**From:** Mary P. Habel, Director  
State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** January 5, 2005  
**Re:** Health Benefits Policy on Educational Leave Without Pay

Under current policy, health plan coverage for employees on educational leave without pay may be continued for up to 12 months, and there is no State contribution during the leave. This type of leave is for educational reasons without any pay during the leave, as distinguished from official educational leave (with pay).

Effective immediately, the policy will change to allow continuation of health coverage for up to 24 months for those on educational leave without pay. Following is an updated chart indicating various types of leave, how long coverage may continue and whether there is a State contribution:

<b>COVERAGE DURING LEAVE WITHOUT PAY</b>		
<b>Type of Leave</b>	<b>Coverage May Continue</b>	<b>Commonwealth Contribution</b>
Personal	6 months	No
Educational*	24 months	No
Temporary Work Force Reduction	690 hours in 365 day period	Yes
Layoff	12 months	Yes
Sick Leave (a portion of which may be Leave Without Pay under the Family Medical Leave Act)	12 months	Yes
Military Leave (Active Duty)**	0 months	No

\*This leave should not be confused with educational leave with full or partial pay. \*\*Employees who are on active military duty, and their dependents, are eligible for Extended Coverage. If Extended Coverage is elected, the state will continue to make its regular contribution during this period.